

Name: _____

Department: _____

Date: _____

Job Title: _____

Exit Interview

Unsatisfactory – U; Fair – F; Satisfactory – S; Good – G; Excellent – E

1. Generally speaking, I would rate this company as a _____ place to work.
2. I feel that company policies and procedures are _____
3. Working conditions, restrooms, and physical facilities here are _____
4. As compared to other companies, our benefits package is _____
5. My understanding of my fringe benefits is _____
6. The level of concern for employees here is _____
7. Management's willingness to make corrections and changes is _____
8. Pay levels at this company are generally _____
9. The extent to which I understand the basis of my rate of pay is _____
10. The amount of training I received when I first came here is _____
11. The extent to which training enables me to do a better job is _____
12. My understanding of the duties and responsibilities of my job is _____
13. My understanding of what performance standards I am expected to meet is _____
14. The extent to which I feel "tuned in" to what's happening throughout the company as a whole is _____
15. The extent to which I am informed ahead of time regarding changes that affect my work is _____
16. When I do a job well, the recognition I receive is _____
17. My supervisor's willingness to listen to my problems and help me when I have questions is _____
18. The extent to which I am encouraged by my supervisor to offer suggestions and improvements in work methods is _____
19. The respect and confidence I have in my supervisor are _____
20. The extent to which I have the opportunity to use or develop my full potential is _____
21. I regard my chances for promotion and increased pay as _____
22. The level of cooperation among the employees in my department is _____
23. Did you have a performance review with your supervisor at least once a year? Y or N
24. Did you have training sessions? Y or N

25. What additional training would you have wanted?

26. What did you like most about working here?

27. What did you like least about working here?

28. What are your suggestions for improving this company as a place to work?

Reason for termination:

Any Additional Comments:

Signature: _____

Date: _____

H R Signature: _____

Date: _____